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## C-A OPERATIONS PROCEDURES MANUAL

### 9.3.2 Procedure for Preparing ASSRC Check-Off List and Assuring that ASSRC Recommendations are Completed

Text Pages 2 through 6

#### Hand Processed Changes

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Approved:                     *Signature on File*                                           
                    Collider-Accelerator Department Chairman                      Date

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### **9.3.2 Procedure for Preparing an ASSRC Check-Off List and Assuring that ASSRC Recommendations are Completed**

#### **1. Purpose**

- 1.1 This Procedure provides guidance to the Accelerator Systems Safety Review Committee (ASSRC) and project physicists or engineers to create a [Check-off List](#), which:
  - 1.1.1 Provides assurance to the ASSRC Chair, and the C-A Associate Chair for ESHQ, that recommendations of the ASSRC for conventional safety items associated with a C-A project are acted on to completion.
  - 1.1.2 Requires designated personnel to verify that the required conventional safety items are in place before routine operation of a new accelerator device.
  - 1.1.3 Limits operation of equipment to designated knowledgeable personnel until all Check-off List items are completed and the appropriate Division Head approves routine operation.
- 1.2 This Procedure also provides guidance to the Accelerator Systems Safety Review Committee (ASSRC), and project physicists or engineers, to launch an [Action Item](#).
  - 1.2.1 Action Items provide assurance to the ASSRC Chair and the C-A Associate Chair for ESHQ that feedback and “lessons learned” from the review process are acted on to completion. They relate to long-term improvements to the accelerator and its processes as required [Work Planning and Control for Experiments and Operations](#).
  - 1.2.2 Completions of Action items are not required for start-up of a specific project.

#### **2. Responsibilities**

- 2.1 The ASSRC Chair, or a trained person designated by the ASSRC Chair, shall generate a check-off list for a project following an ASSRC walkthrough.
- 2.2 The Collider-Accelerator Chair, or designee, will review and approve the check-off list.
- 2.3 The appropriate Division Head, or designee, will prevent or restrict operation of the project until the required items on the check-off list are completed.

- 2.4 Project Physicist/Engineer will attach a ‘Do Not Operate’ Tag ([OPM 2.13](#)) to the equipment, will supervise all testing and will follow instructions on the check-off list to ensure the required items on the check-off list are completed before routine operations are permitted for the accelerator equipment.
- 2.5 It is the responsibility of the ASSRC Chair to designate appropriate staff to complete the items and committee personnel to track Action Items for the C-A Department.
- 2.6 Committee Members may be responsible to ‘champion’ Action Items through completion.
- 2.7 The QA Manager is responsible for tracking the status of Action Items and reporting to the Chair on completion.
- 2.8 The ASSRC Chair shall maintain the records of the Committee.

### **3. Prerequisites**

- 3.1 The following individuals shall understand the duties required of them in this procedure.
  - 3.1.1 ASSRC members and the project physicists and engineers: entire procedure.
  - 3.1.2 Appropriate Division Head, Sections 2.3 and 5.1.11.
  - 3.1.3 QA Manager, Sections 2.7 & 5.2.
- 3.2 Check-off List Items and Action Items are to be generated from a review of the conventional safety issues for a project not resolved during the Walkthrough and documented in its minutes.
- 3.3 Action Items are to be generated from minutes of Committee or Sub-committee meetings or from a memo to or from the Chair.
- 3.4 The Main Control Room Group Leader has initiated [OPM 2.27](#) “Release of New Systems to Operations” for this system.

### **4. Precautions**

- 4.1 The MCR shall assist to see that all checklist items are completed and shall not operationally require the use of the system prior to completion of the Check-off List and the approval for routine operations of the system.

## 5. **Procedures**

### 5.1 Check-Off List

- 5.1.1 The ASSRC Chair shall determine a designated responsible person (e.g., project physicist or committee member) to prepare the check-off list for the project. The ASSRC Chair may also chose to prepare the list.
- 5.1.2 ASSRC Check-Off List items shall be designated by Item Number (e.g., CK-01). The nomenclature used in ASSRC minutes shall be used on the checklist.
- 5.1.3 The Check-Off List shall include:
  - 5.1.3.1 Title - signifies project.
  - 5.1.3.2 Prepared by - identifies who prepared the list and when prepared.
  - 5.1.3.3 Approved by - identifies who approved, typically Collider-Accelerator Chair, and date when approved.
  - 5.1.3.4 Date and title of minutes from which the list is generated.
  - 5.1.3.5 “Do Not Operate” tag number with a requirement to attach a copy to the Check-off List.
  - 5.1.3.6 Complete list of all Items with title and name of responsible persons. (Common abbreviations for titles should be stated on the check-off list and expanded at the end.)
- 5.1.4 The designated responsible person shall sign in the Prepared by spot and obtain approval of the proposed list of check-off items from the Collider-Accelerator Chair, or designee
- 5.1.5 The Collider-Accelerator Chair, or designee shall sign and date the list in the Approved by spot.
- 5.1.6 The ASSRC Chair, or designee, shall forward the Check-Off List to the Main Control Room ASSRC binder, via the Head of MCR, for completion.
- 5.1.7 The designated responsible persons for each item shall initial the form when the item is completed.

- 5.1.8 A copy of the approved check-off list shall also be maintained in ASSRC files. This may be discarded when a copy of the completed check-off list is placed in the files.
- 5.1.9 The Head of the appropriate C-A Division, or their designee, shall sign and date the completed ASSRC Check-Off List before allowing routine operation of the accelerator project. The “Do Not Operate” Tag(s) may be removed after the Division Head has approved routine operations by signing the completed check-off list. (See [C-A-OPM-ATT 9.3.2.a](#))
- 5.1.10 The Chair of the ASSRC, or designee, shall place a copy of the completed list in ASSRC files.
- 5.1.11 Modifications - All modifications to the ASSRC Check-Off List must be reviewed and approved by ASSRC Chair and the designated responsible person for that accelerator project. Modification shall be dated and initialed on the ASSRC Check-Off List

## 5.2 Action Items

- 5.2.1 Action Items typically address problems not needing resolution before a system is brought on line. It should specify the problem and may suggest a solution. Action Items shall:
  - 5.2.1.1 Be designated by the nomenclature: ACT-year-sequential number (e.g., ACT-03-01)
  - 5.2.1.2 Use the nomenclature used in ASSRC minutes and notes the title and date of the meeting (e.g. *Walkthrough of Helium Reliquifier in Buildings 1005E and 1006B on October 25, 2002*) or memo.
  - 5.2.1.3 An example ASSRC Action Item Form is shown in [C-A-OPM-ATT 9.3.2.b](#).
- 5.2.2 The ASSRC Chair
  - 5.2.2.1 Assign a System Expert to take the Action and a Committee Representative to track the item to its completion.
  - 5.2.2.2 Send copies to the Systems Expert, Committee Representative, and the QA Manager.
  - 5.2.2.3 Ensure that copies are delivered to the ASSRC files.

- 5.2.3 The committee representative will ‘champion’ the resolution of the item.
- 5.2.4 The QA Manager will track the completion of the item in ATS and report to the Chair.
- 5.2.5 The Chair will approve the completed form.
- 5.2.6 The ASSRC Chair will maintain a file of ASSRC Action Items.
- 5.2.7 The QA Manager shall review periodically, but at least annually, non-completed Action Items, and report the progress to completion to the ASSRC Chair and the C-A Associate Chair for ESHQ.

## **6. Documentation**

- 6.1 C-A ASSRC minutes, memos, presentation items, Check-off Lists, and Action Item forms are to be maintained in the ASSRC files.

## **7. References**

- 7.1 [OPM 2.27](#) “Release of New Systems to Operations”

## **8. Attachments**

- 8.1 [C-A-OPM ATT 9.3.2.a, "Example ASSRC Check-Off List."](#)
- 8.2 [C-A-OPM-ATT 9.3.2.b, "Example ASSRC Action Item Form."](#)